

- 3 A formal style
B informal style
C informal style
D formal style
E formal style
F informal style
- 4 (Suggested answers)
A Dear Sir, Yours faithfully+ full name
B Dear + my friend's first name;
Love + my first name
C Dear + my friend's first name;
Take care + my first name
D Dear Mr/Ms/Mrs + person's surname, Yours
sincerely + your full name
E Dear Sir/Madam, Yours faithfully + your full
name
F Dear + my cousin's first name
Love + my first name
- 5 (Suggested answers)
A Opening remarks: I am writing to apply for
the position of teacher
advertised in...
Closing remarks: I would appreciate a
reply at your earliest
convenience.
B Opening remarks: Thanks a lot for the
invitation, I'd love to come.
Closing remarks: See you then!
C Opening remarks: You'll never guess where
I've been.
Closing remarks: Write back soon.
D Opening remarks: I am writing to give you the
information you requested.
Closing remarks: Do not hesitate to contact
me...
E Opening remarks: I am writing to complain
about...
Closing remarks: I hope the matter will be
resolved...
F Opening remarks: I have just heard the great
news and would like to
congratulate you.
Closing remarks: Well done!

Unit 2 - Informal Letters (pp. 20 - 25)

- 1 (Read the questions aloud and explain/ elicit the meaning of any unknown words, then Ss do the listening task and answer the questions. Check Ss' answers, then ask individual Ss to talk about the letter.)

1 B 2 A 3 A, B, E, F

- 2 (Read out the theory and the paragraph plan. Explain/Elicit the meaning of any unknown terminology. Then ask Ss comprehension questions to make sure they have understood the theory. Read the rubric and the questions aloud. Help Ss to identify the key words in the rubric, then Ss complete the task. Check Ss' answers.)

Key words: you recently moved to a big city — decided to write to a friend from your old neighbourhood — letter — describing life in your new city — feelings about the change

- 1 A friend of yours.
- 2 In my old neighbourhood.
- 3 In a big city.
- 4 To tell my friend about the city.
- 5 Topics: a) life in the big city
b) feelings about the change
- 6 Dear + my friend's first name
Lots of love/Best wishes + my first name
- 7 • constant noise from cars (negative)
• ugly grey buildings (negative)
• plenty of sports facilities (positive)
• choice of things to do (positive)
• huge crowds (negative)
• good public transport system (positive)
• large modern shops (positive)
- 8 (Suggested answers)
Unfortunately, there is heavy traffic.
I can't get used to the ugly grey buildings.
I like living here because there are plenty of sports facilities.
What I like most is that there is a wide choice of things to do.
I hate huge crowds.
The best thing is that there is a good public transport system.
I like living here because there are large modern shops.
- 9 You can get around easily.
You can make lots of new friends.
You can do lots of different things.
You can't walk home safely at night.
- 10 2 = c I feel pleased **as** there are always new things to do.
3 = b I feel unsafe **because** there's more crime in the city.
4 = e I feel disgusted **because** there's rubbish everywhere.
5 = a I feel excited **because** the city never sleeps.

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- 3 a) (Allow Ss three or four mins. to read the letter and complete the task. Explain/Elicit the meaning of any words Ss do not understand. Then, check Ss' answers.)

- | | |
|---------------|---------------|
| 1 I've taken | 5 had |
| 2 I'd drop | 6 didn't |
| 3 haven't got | 7 you've been |
| 4 I'll never | 8 heard |

Para 2: life in the new city
 Para 3: writer's feelings about the change
 Para 4: closing remarks

- b) Topic sentences in the letter:
 Para 2: Birmingham is a really exciting city with millions of things to do.

Para 3: I like living here now, but I sometimes feel homesick as I miss lots of things about Gowrie.

(Suggested answers)

Para 2: Birmingham is a great city to live in.
 Para 3: I enjoy living here but, there are some things I miss about my old city.

- 4 (Explain/Elicit that the words in brackets introduce clauses of concession, then explain the meaning of any unknown words/phrases. Allow Ss three or four mins. to look at the pictures and complete the task. Check Ss' answers.)

- There are lots of things to do. **However**, heavy traffic makes it difficult to get around.
- **Although** there are plenty of sports centres, they are expensive to join.
- There are few buses and trains. **Nevertheless**, they always arrive on time.
- **Although** there are no restaurants, there are a few inns that serve delicious homemade food.

- 5 (Present the theory, then read sentences 1 - 8 aloud and help Ss to match them to points a - h in the theory box. As an extension, Ss can tell you examples of their own practising the theory presented.)

3 g 4 h 5 e 6 d 7 f 8 c

- 6 (Read out the theory table, then ask Ss to give examples of informal writing. Allow Ss three or four mins. to complete the task in Ex. 6. Check Ss' answers around the class asking Ss to justify their choice.)

- | | |
|---|--|
| 2 formal | |
| 3 informal (colloquial expression: give ... a hug) | |
| 4 informal (phrasal verb: are you up) | |
| 5 informal (short forms: we're) | |
| 6 formal | |
| 7 informal (short forms: You'd never believe, phrasal verb: getting on) | |

- 7 (Read the extracts aloud and explain/elicite the meaning of any unknown words. Allow Ss about four mins. to complete the task, then check Ss' answers.)

- | | |
|-------------------|----------------------|
| 1 Sorry | 6 that's all for now |
| 2 ages | 7 write soon |
| 3 really | 8 can't wait to hear |
| 4 drop you a line | 9 you've been up to |
| 5 let you know | 10 Lots of love |

- 8 (Ss work in pairs to complete the task. Ask individual pairs to report back to the class.)

Opening remarks

Closing remarks

- | | |
|--|---|
| 2 Hello! How are you?
I'm writing to invite you to my birthday party on 2nd July. | Please come. It'll be great fun. |
| 3 I'm really sorry about not being able to come to your party. | Sorry again. Please write and tell me all your news. |
| 4 The reason I'm writing is to ask you if you could advise me on how to lose weight. | Write back soon and tell me what you think I should do. |

- 9 (Allow Ss two or three mins. to complete the task. Then, check Ss' answers around the class.)

- 2 Write and tell me ~~how~~ it's like in Paris. **what**
 3 I still can't get used to ~~wake~~ up so early in the morning. **waking**
 4 I thought I'd write and ask you to give me ~~an~~ advice. **some**
 5 I hope that everything will turn ~~up~~ all right. **out**
 6 Sorry I haven't written ~~from~~ ages but I've been busy. **for**
 7 ~~Write~~ me a line and tell me all your news. **Drop**
 8 I'm writing to apologise ~~about~~ not coming to your wedding. **for**
 9 I look forward to ~~hear~~ from you soon. **hearing**
 10 Don't you think my news ~~are~~ exciting? **is** (news is an uncountable noun)

- 10** (Explain/Elicit the meaning of any unknown words. Then allow Ss three or four mins. to read the rubrics and complete the task. Check Ss' answers.)

- B** two main body paragraphs
 Para 2: describe your new house
 Para 3: invite your friend to spend a weekend with you
- C** two main body paragraphs
 Para 2: thank your uncle for invitation
 Para 3: ask what to buy as a wedding present
- D** three main body paragraphs
 Para 2: invite friend to join you
 Para 3: give details of places you'll visit
 Para 4: suggest what friend should take
- E** three main body paragraphs
 Para 2: describe school
 Para 3: describe teachers and timetable
 Para 4: give details of extra activities the school offers

- 11** (Allow Ss three or four mins. to complete the task, then check Ss' answers around the class.)

(Suggested answers)

- 1 Would you like to come to dinner at my house next Monday?
- 2 Why don't we spend the weekend in the mountains?
- 3 What about going shopping in the city centre?
- 4 Perhaps we could visit an art gallery while we're in London.

- 12** (Ss work in pairs to make similar dialogues as in the example. Ss, in pairs, report back to the class.)

(Suggested answers)

- 2 A: How about meeting at the park in the afternoon?
 B: That sounds good. We could go for a walk.
- 3 A: What about meeting at the castle in the morning?
 B: That sounds good. We could buy some souvenirs.
- 4 A: Why don't we meet at Peter's Café at noon?
 B: Yes, OK. We could have lunch.
- 5 A: Would you like to meet at the Fairview Shopping Centre at 4:30 pm?
 B: Yes, why not? We could go shopping.

- 6 A: Why don't we meet at the Odeon Cinema at 8:00 pm?
 B: That's a good idea. We could see a film.

- 13** (Read the rubric aloud, then allow Ss five or six mins. to complete the task. Check Ss' answers.)

a) (Ss' own answers)

b) (Suggested answer)

First of all, I thought that we might visit the castle. It's in the old town and, from the hill that it stands on, the view is breathtaking. Then, perhaps we could go shopping at Fairview Shopping Centre. You can buy some fantastic souvenirs there at excellent prices.

Finally, I think we should definitely go to Peter's Café for dinner. The fresh fish there is absolutely delicious. You'll love it! After that, how about going dancing in one of the many exciting clubs in the town?

- 14** (Read the rubric aloud and help Ss to identify the key words. Ss complete the task; check Ss' answers around the class.)

a) **Key words:** go on holiday — summer — don't have enough money — letter to a friend — asking for advice — ways to earn extra money

- 1 To ask for advice.
- 2 A friend of mine.
- 3 One paragraph.

4 (Suggested answer)

Do you think I should...?
 What do you think I should do? etc

- b) • I was wondering if you had any ideas about ...
 • Can you think of anything that ...?
 • What would you advise me to ...?

- 15** (Explain/Elicit the meaning of any unknown words, then allow Ss three or four mins. to complete the task. Check Ss' answers.)

(Suggested answers)

- 2 = d You should join a club. That way you'll meet new people.
- 3 = a Have you thought about talking to your teacher? If you do this, you'll get extra help.
- 4 = e Why don't you get a part-time job? Then you'll earn some money.
- 5 = c If I were you, I'd apologise to him/her. If you do this, you'll be friends again.

- 16** (Allow Ss two or three mins. to read the letter, and complete the task. Check Ss' answers.)

a) 2 E 3 C 4 F 5 B 6 D

- b) Pam advises her to get a Saturday job in a local shop or babysit for neighbours.

(Suggested answers)

Mary could also deliver morning newspapers.

Opening remarks:

I've just got your letter and I think I can offer some advice.

Closing remarks:

I hope that one of my suggestions brings results.

- 17** (Read the rubric aloud, then allow Ss three or four mins. to underline the key words and answer the questions. Check Ss' answers around the class.)

Key words: pen friend — asking for advice — improve his/her eating habits and get fit — write letter offering advice

- 1 To offer advice. A pen friend of yours.

- 2 Two: a) eating habits
b) how to get fit

- 3 **(Suggested answer)**

Opening remarks:

I'm glad to hear that you want to improve your eating habits and get fit. I'll try to advise you as best as I can.

Closing remarks:

Well, I hope you find my advice helpful.

Write back and let me know how you get on.

- 4 2 c You should try not to eat so much junk food and sweets. If you do this, your body won't store so much sugar and fat.

- 3 a I think the best thing would be to eat plenty of fish, fruit and vegetables. If you follow a balanced diet, you won't put on weight.

- 4 b You shouldn't go everywhere by car or by bus. That way, your body won't become lazy.

- 18** (Help Ss to complete the task orally. When satisfied that Ss can deal with the task successfully, assign it as written HW.)

(Suggested answer)

Dear Rachel,

I'm glad to hear that you want to improve your eating habits and get fit. I'll try to advise you as best as I can.

First of all, if I were you, I would eat plenty of fish, fruit and vegetables. If you follow a balanced diet, you won't put on weight. What is more, the best thing for you would be to try not to eat so much junk food, sweets and so on. If you do this, your body won't store so much sugar and fat.

Another good idea is to join a gym and exercise regularly. This will mean that you'll soon get in shape and feel fitter. Finally, you shouldn't go everywhere by car or by bus. That way, your body won't become lazy.

Well, I hope you find my advice helpful. Write back and let me know how you get on.

Love,
Lynn

Unit 3 - Formal Letters (pp. 26 - 33)

- 1 a)** (Read the first question aloud and ensure Ss understand the task. Then, Ss listen and tick the correct boxes. Check Ss' answers.)

1 A Letter 3 ✓ C Letter 2 ✓
B Letter 1 ✓

- b)** (Read questions 2-4 aloud, and explain/elicite the meaning of any unknown words. Ss listen again and complete the task. Check Ss' answers.)

2 B Letters 2 and 3 ✓
C Letter 1 ✓

3 A Letter 1 ✓

B Letter 3 ✓

C Letter 2 ✓

D Letter 3 ✓

E Letter 2 ✓

F Letter 1 ✓

4 A Letters 2 and 3 ✓

C Letter 1 ✓

(Go through the theory and the paragraph plan and explain the meaning of any unknown terminology. Ask comprehension questions to make sure Ss have understood the theory. Do the same to present the theory concerning letters of application.)